

One-Call of Wyoming

Minutes

April 13, 2005

Parkway Plaza, Casper, Wyoming

A regular meeting of One-Call of Wyoming's Board of Directors was held in the Senate Room at the Parkway Plaza in Casper on April 13, 2005, at 10:00 a.m. In attendance were the following:

BOARD MEMBERS PRESENT:

1. George Fernandez – Liquids Pipeline Transportation (Terasen Pipelines (USA) Inc.)
2. Tim Hibbard – Municipal (WYDOT)
3. Lowell Ray Anderson – Joint Powers Board/User Owned Water-Sewer-Air (Shoshone Municipal Pipeline) [via telephone]
4. Mark Ransdell – Gas Gathering and Transmission Pipelines (Questar)
5. Bill Pettit – Gas Distribution (Montana-Dakota Utilities Co.)
6. Russell Waldner – Carbon County Pipeline Association (Carbon Power & Light)
7. Arnie Davis – Call-In Dig-In Safety Council (Crook and Campbell Counties)
8. Jim Bunch – Utility Locates of Weston County (Black Hills Power)
9. Dennis Lawrence – Wind River-Big Horn Basin Utility Coordinating Council (City of Riverton)
10. Steve Loftin – Wyoming Contractors Association (71 Construction)
11. Doug Malsom – Cable Telecommunications (Bresnan Communications)
12. Keith Thomason – Electrical Distribution and Transmission (Cheyenne Light, Fuel & Power)

BOARD MEMBERS ABSENT:

1. Bob Park – Long-Distance Telephone Communication (Pacific Power)
2. Wayne D. Johnson – Local Telephone Communications (Qwest)
3. Larry Mead – Central Wyoming Utilities Coordinating Council
4. Daniel Thissen – Albany County Utility Coordinating Council (Bresnan Communications, LLC)

GUESTS:

1. Candace Miles – One Call Systems, Inc.
2. Dan Powell – Fidelity

ALSO PRESENT:

1. Harry Williams – Executive Director
2. Judy Williams – Secretary

President George Fernandez called the meeting to order at 10:00 a.m.

President Fernandez asked for additions or corrections to the agenda.

Candace Miles presented One Call Systems, Inc. Operational Report for March. There were 5,135 incoming calls and 31,413 outgoing messages. There were 4,682 routine tickets, 68 short notice tickets, 146 emergency tickets, 58 canceled tickets, 26 damage tickets, 55 no response

tickets, 100 overwrite tickets, and 188 meetings scheduled. Average speed of answer was 15 seconds. There are 16 employees in the center. There are two primary and three backup employees taking E-mail and faxes from Texas. There are still complaints about the spelling errors on tickets. The names are not as bad as street names and in descriptions of the location. Get ticket numbers on the misspelling tickets and forward the ticket numbers to Candace. The Contractor's Report we receive monthly has errors, i.e. wrong city with state or zip code. These will be forwarded to Candace. The training manual OCS uses for Wyoming was received and there was nothing about parameters for locate tickets that has been discussed for two months. The Board was told it is not a formal document and is not used for training and it was used for negotiations. A new manual is in progress and when done copies will be sent to the Board. Harry stated that workshops are starting and everything in the OCS training manual is currently correct. OCW does not want to give any misrepresentations as to E-mail and faxing tickets if the requester is not in OCS's system.

(Arnie Davis entered the meeting at 10:30 a.m.)

The February 9, 2005, and the March 9, 2005, Board minutes were reviewed. In the March 9, 2005, under the OCS Operational Report there were 3,359 incoming calls not 30,359 calls. After this correction, Russell Waldner moved, seconded by Mark Ransdell and carried, to approve the February 9, 2005 Minutes as printed and the March 9, 2005 Minutes as corrected.

Tim Hibbard gave the financial report. In the Grant received from the Office of Pipeline Safety, \$20,000 was withheld for WYDOT's reporting. Any monies leftover from the \$20,000 may be available to OCW. After review, Russell Waldner moved, seconded by Steve Loftin and carried, to accept the financial report as presented and pay the bills.

Russell Waldner reported the Carbon County Pipeline Association had the First Responders meeting March 22, 2005. It was well attended and they appreciated the door prize. An announcement and brochures were handed out in regard to the Rawlins workshop on April 19, 2005. Mark Ransdell reported that the Uinta and Sweetwater Counties Pipeline Associations held their dinners March 9, 2005, and March 15, 2005, respectively. The Sweetwater Pipeline Association has changed their name to Green River Basin Pipeline Association due to other counties joining. They had meetings in the morning and evening. The Uinta County dinner was well attended, but the Green River Basin Pipeline Association dinner was not. Mark gave a one-call presentation at the meetings. Jim Bunch reported that Utility Locates of Weston County would have its dinner May 3, 2005. Mike Parilac will be the speaker. Arnie Davis reported the Call-In Dig-In Safety Council had a booth at the home show March 19 – 20, 2005, the dinner was April 7, 2005 with 60± in attendance. Candace gave a presentation at the dinner. Dennis Lawrence reported the Wind River-Big Horn Basin Utility Coordinating Council had a pipeline group meeting. Doug Malsom reported that the Central Wyoming Utilities Coordinating Council dinner on March 24, 2005 was well attended. George Fernandez was the speaker. The dinner for 2006 will be on March 30. There was no report from the Albany County Utility Coordinating Council.

Lowell Ray Anderson reported there was nothing to report on the Secretary's report.

Russell Waldner inquired as to the Secondary Links and if they were consistent. He wanted to know if any of the Board Members looked at the DIRT website. Mark Ransdell inquired as to

information the OCW office had in regard to what OCW did last year. He wanted this information for Questar's audit.

Harry reported that Larry Englerth, South Dakota One-Call's Executive Director, and some of his Board Members are planning to attend the Gillette workshop. Harry would like to have as many of OCW's Board Members as possible attend to discuss issues. There was discussion on appointing an Operating Committee to set policies, etc. Tim Hibbard offered to have WYDOT employees Ron Kisicki, John Davis, and himself compile basic policies. Steve Loftin moved, seconded by Russell Waldner and carried, to appoint an Operating Committee and to have Ron Kisicki, John Davis, and Tim Hibbard start compiling basic policies and set quarterly meetings.

Harry reported that he contacted two insurance companies regarding liability insurance for non-profit organizations. Illinois National Insurance Company quoted a premium is \$2,796 for one year, \$28 more than last year's policy. This quote expires April 20, 2005. The other insurance company has not responded. Russell Waldner moved, seconded by Arnie Davis and carried, to accept the Illinois National Insurance Company's quote of \$2,796.

Wayne Johnson presented information about sending telephone calling cards to our troops overseas. The prices from M & R Enterprise, LLC, were high. The Board thought this was a good idea, but too expensive.

Mark Ransdell stated that the Uinta Pipeline Association was purchasing coloring books for the Uinta County third graders and he had asked if OCW would like to share part of the cost. The Board thought it was a good idea, but Mark said this request was made after the fact and that the total cost of the coloring books had already been divided among the associations.

Wyoming Association of Rural Water Systems sent us an invitation to join their organization. Steve Loftin moved, seconded by Russell Waldner and carried, to join Wyoming Association of Rural Water Systems and to buy a business card size ad in their publication "The Wyoming Connection" at \$55 per quarter. Lowell Ray Anderson abstained.

The next Board of Director's meeting will be held **WEDNESDAY, MAY 11, 2005**, at the Casper Parkway Plaza.

With no more business to come before the board, the meeting adjourned at 1:10 p.m.